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CURRENT AFFAIRS

WITH MCQ'S EXPLANATION

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What is MS Access?

- A) A word processing software**
- B) A spreadsheet program**
- C) A database management system**
- D) A presentation software**

Answer:** C) A database management system



What is the maximum size of an Access database file?

- a. 1 GB
- b. 2 GB
- c. 5 GB
- d. 10 GB



Answer: b. 2 GB

Microsoft Access 2010 interface showing the 'Table Fields' task pane. The table 'Table1' is displayed in Datasheet View. The 'ID' field is highlighted, and the 'Click to Add' dropdown is visible. The 'Field Size' is set to 2 GB. The 'Table Tools' ribbon is active, showing the 'Table Fields' task pane. The 'Table' tab is selected. The 'Table Fields' task pane shows the 'ID' field with a 'Click to Add' dropdown. The 'Field Size' is set to 2 GB. The 'Table' tab is selected. The 'Table Fields' task pane shows the 'ID' field with a 'Click to Add' dropdown. The 'Field Size' is set to 2 GB.

Which Access object is used to present data in a customizable format?

- a. Form
- b. Table
- c. Query
- d. Report



Answer: d. Report

Database26: Database- C:\Users\Del\Documents\Database26.accdb (Access 2007 - 2016 file format) - Access

Shakti Prasad Nath

FileHomeCreateExternal DataDatabase ToolsHelpTell me what you want to do

View

CutCopyFormat Painter

Filter

AscendingDescendingRemove Sort

SelectionAdvancedToggle Filter

RefreshAll

NewSaveDelete

TotalsSpellingMore

Find

ReplaceGo ToSelect

Text Formatting

All Access Objects

Search...

Tables

Table1

Table1

Sunday, April 23, 2023
6:49:26 PM

ID

0

Page 1 of 1

Report View

Num Lock

6:49 PM
4/23/2023



Application Parts
Templates

Table
Tables

Table Design
Tables

SharePoint Lists
Tables

Query Wizard
Queries

Query Design
Queries

Form
Forms

Form Design
Forms

Blank Form
Forms

Form Wizard
More Forms

Navigation
More Forms

More Forms

Report
Reports

Report Design
Reports

Blank Report
Reports

Report Wizard
Reports

Labels

Macro
Macros & Code

Module
Macros & Code

Class Module
Macros & Code

Visual Basic
Macros & Code

All Access Objects

Search...

Tables

Table1

Table1

Sunday, April 23, 2023
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ID

0

Page 1 of 1

Which of the following is used to search for specific data in a table in Microsoft Access?

a) Report

b) Form

c) Query

d) Table Design View

Answer: c) Query

In one-to-many relationship the table in ‘one’ side is called _____ and on ‘many’ side is called _____

- a. Child , Parent**
- b. Parent , Child**
- c. Brother , Sister**
- d. Father, Son**

Answer: B) Parent , Child

To create relationship between two tables

- a. drag the primary key of a table into foreign key of another table**
- b. drag the foreign key of a table into the primary key of another table**
- c. drag any field from parent table and drop on child table**
- d. Any of above can be done to create relationship**

Answer: c) drag any field from parent table and drop on child table

The size of Yes No field is always

- a. 1 bit**
- b. 1 byte**
- c. 1 character**
- d. 1 GB**

Answer: A) 1 bit

View

Views

AB

Short Text

12

Number

Currency

Date & Time

Yes/No

More Fields

Delete

Name & Caption

Default Value

Field Size

Modify Lookups

Modify Expression

Memo Settings

Data Type

Format

Formatting

\$ % , .00 -> .00

Required

Unique

Indexed

Validation

All Access Obj...

Search...

Tables

Table1

ID	Click to Add										
*	(New)										

Table 1


Tables 

Table1

[illegible]

Field Properties

General Ēoq̄kūp

Field Size	Long Integer
New Values	Increment
Format	
Caption	
Indexed	Yes (No Duplicates)
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

View

Primary Key

Builder

Test Validation Rules

Insert Rows

Delete Rows

Modify Lookups

Property Sheet

Indexes

Create Data Macros

Rename/Delete Macro

Relationships

Object Dependencies

Show/Hide

Field, Record & Table Events

Relationships

Tools

All Access Obj...

Search...

Tables

Table1

Field Name	Data Type	Description (Optional)
ID	AutoNumber	
	Short Text	
	Long Text	
	Number	
	Large Number	
	Date/Time	
	Date/Time Extended	
	Currency	
	AutoNumber	
	Yes/No	
	OLE Object	
	Hyperlink	
	Attachment	
	Calculated	
	Lookup Wizard...	

General

Field Size	Long Integer
New Values	Increment
Format	
Caption	
Indexed	Yes (No Duplicates)
Text Align	General

Which of the following is not a type of relationship that can be applied in Access database

- a. One to One**
- b. One to Many**
- c. Many to Many**
- d. All of above can be applied**

Answer: D) All of above can be applied

A subset of characters within a data field is known as

- a. Record**
- b. File**
- c. Data string**
- d. Byte**

Answer: C) Data string

What is the purpose of a primary key in Access?

- a. To uniquely identify each record in a table
- b. To sort records in a table
- c. To display data in a table
- d. To delete records from a table

Answer: a. To uniquely identify each record in a table

Search...

Table1

Field Properties

Format	Yes/No
Caption	
Default Value	No
Validation Rule	
Validation Text	
Indexed	Yes (No Duplicates)
Text Align	General

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.

Which Access view is used to create and modify table structures?

- a. Datasheet view
- b. Design view
- c. PivotTable view
- d. Report view



Answer: b. Design view

Database26 : Database- C:\Users\Delh\Documents\Database26.accdb (Access 2007 - 2016 file format) - Access

Shakti Prasad Nath

File Home Create External Data Database Tools Help Tell me what you want to do

View

Report View

Print Preview

Layout View

Design View

Table1

ID

Page 1 of 1

Report View

Type here to search

Num Lock

6:50 PM 4/23/2023

Which Access object is used to retrieve data from one or more tables based on specified criteria?

- a. Form
- b. Table
- c. Query
- d. Report

Answer: c. Query

Which Access data type is used to store a date and time value?

- a. Text
- b. Memo
- c. Date/Time
- d. Number

Answer: c. Date/Time

Database26 : Database- C:\Users\DelI\Documents\Database26.accdb (Access 2007 - 2016 file for...)

Shakti Prasad Nath

FileHomeCreateExternal DataDatabase ToolsHelp

Table Design

Tell me what you want to do

ViewViewsPrimary KeyBuilderTest Validation RulesInsert RowsDelete RowsModify LookupsProperty Indexes SheetShow/HideCreate Data MacrosRename/Delete MacroField, Record & Table EventsRelationshipsObject DependenciesRelationships

All Access Objects

Search...

Tables

Table1Table2

Table1Table2

Field Name	Data Type	Description (Optional)
ID	AutoNumber	
	Short Text	
	Long Text	
	Number	
	Large Number	
	Date/Time	
	Date/Time Extended	
	Currency	
	AutoNumber	
	Yes/No	
	OLE Object	
	Hyperlink	
	Attachment	
	Calculated	
	Lookup Wizard...	

GeneralLookup

Field Size	Long Integer
New Values	Increment
Format	
Caption	
Indexed	Yes (No Duplicates)
Text Align	General

Field Properties

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.

Design view. F6 = Switch panes. F1 = Help.

Windows Taskbar

What is the purpose of a relationship in Access?

- a. To join two or more tables based on a common field
- b. To sort records in a table
- c. To create a backup of a database
- d. To display data in a table

Answer: A

Which Access data type is used to store a large amount of text?

- a. Text
- b. Memo
- c. Date/Time
- d. Number

Answer: b. Memo

Microsoft Access 2016 interface showing the Table Design view for a table named 'Table1'.

The ribbon includes: File, Home, Create, External Data, Database Tools, Help, and Table Design. The Table Design ribbon has groups: Views, Tools (Primary Key, Builder, Test Validation Rules, Insert Rows, Delete Rows, Modify Lookups), Show/Hide (Property Sheet, Indexes), Field, Record & Table Events (Create Data Macros, Rename/Delete Macro), and Relationships (Relationships, Object Dependencies).

The 'All Access Objects' pane on the left shows 'Tables' with 'Table1' and 'Table2' listed.

The main area shows the 'Table Design' view for 'Table1'. The 'Field Name' column contains 'ID'. The 'Data Type' dropdown menu is open, showing options: AutoNumber, Short Text, Long Text, Number, Large Number, Date/Time, Date/Time Extended, Currency, AutoNumber, Yes/No, OLE Object, Hyperlink, Attachment, Calculated, and Lookup Wizard... The 'Description (Optional)' column is empty.

The 'Field Properties' pane at the bottom shows the 'General' tab with the following properties:

Property	Value
Field Size	Long Integer
New Values	Increment
Format	
Caption	
Indexed	Yes (No Duplicates)
Text Align	General

Design view. F6 = Switch panes. F1 = Help.

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.

The key difference between short text and long text data type is that the former can hold up to 255 characters while the latter can store up to 65,536 characters. The length of a field with this data type is limited to 255 characters, which is determined by field size. 23 Jul 2021



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difference between short text and long text data type - Brainly.in

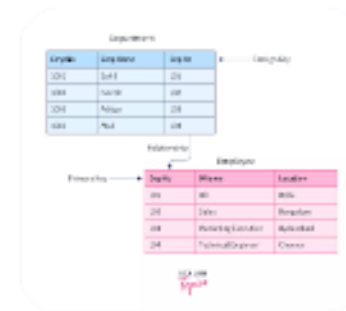


What is the purpose of a foreign key in Access?

- a. To establish a relationship between two tables
- b. To sort records in a table
- c. To uniquely identify each record in a table
- d. To delete records from a table

Answer: a. To establish a relationship between two tables

The purpose of a foreign key in Microsoft Access is to establish and maintain a link between data in two tables. This helps to control the data that can be stored in the foreign key table.



Here are some other benefits of using foreign keys:

Avoids duplicate data

Foreign keys allow you to avoid storing the same data repeatedly. For example, you can use a foreign key to reference a user's unique row in the users table to get their name and other information.

Prevents erroneous data

Foreign key constraints prevent actions that could damage the links between tables and add erroneous data to the foreign key column.

Establishes consistent relationships

Foreign keys help to establish and enforce consistent relationships within data.

Which Access object is used to create a query that prompts the user to enter criteria at runtime?

- a. Form
- b. Table
- c. Parameter query
- d. Report



Answer: c. Parameter query

A parameter query in Microsoft Access is a query that asks for criteria when run, allowing users to reuse the same query without having to edit the criteria each time.

Parameter queries are useful when the same query needs to be repeated with different criteria.



Here are some things to know about parameter queries:

How to create a parameter query

Create a query, locate the fields where the variable criteria will appear, type the phrase to appear in the prompt, and then run the query.

What types of queries can have parameters

Parameters can be added to select, crosstab, append, make-table, and update queries.

How parameters are displayed

For each parameter, a separate dialog box will appear to prompt the user for a value.

Which Access view is used to enter and edit data in a table?

- a. Datasheet view
- b. Design view
- c. PivotTable view
- d. Report view

Answer: a. Datasheet view

What is the purpose of a validation rule in Access?

- a. To restrict data entry based on specified criteria
- b. To sort records in a table
- c. To delete records from a table
- d. To display data in a table

Answer: A

Which Access object is used to create a report that summarizes data in a table or query?

- a. Form
- b. Table
- c. Query
- d. Report

Answer: d. Report

The arranging of data in a logical sequence is called

A. Sorting

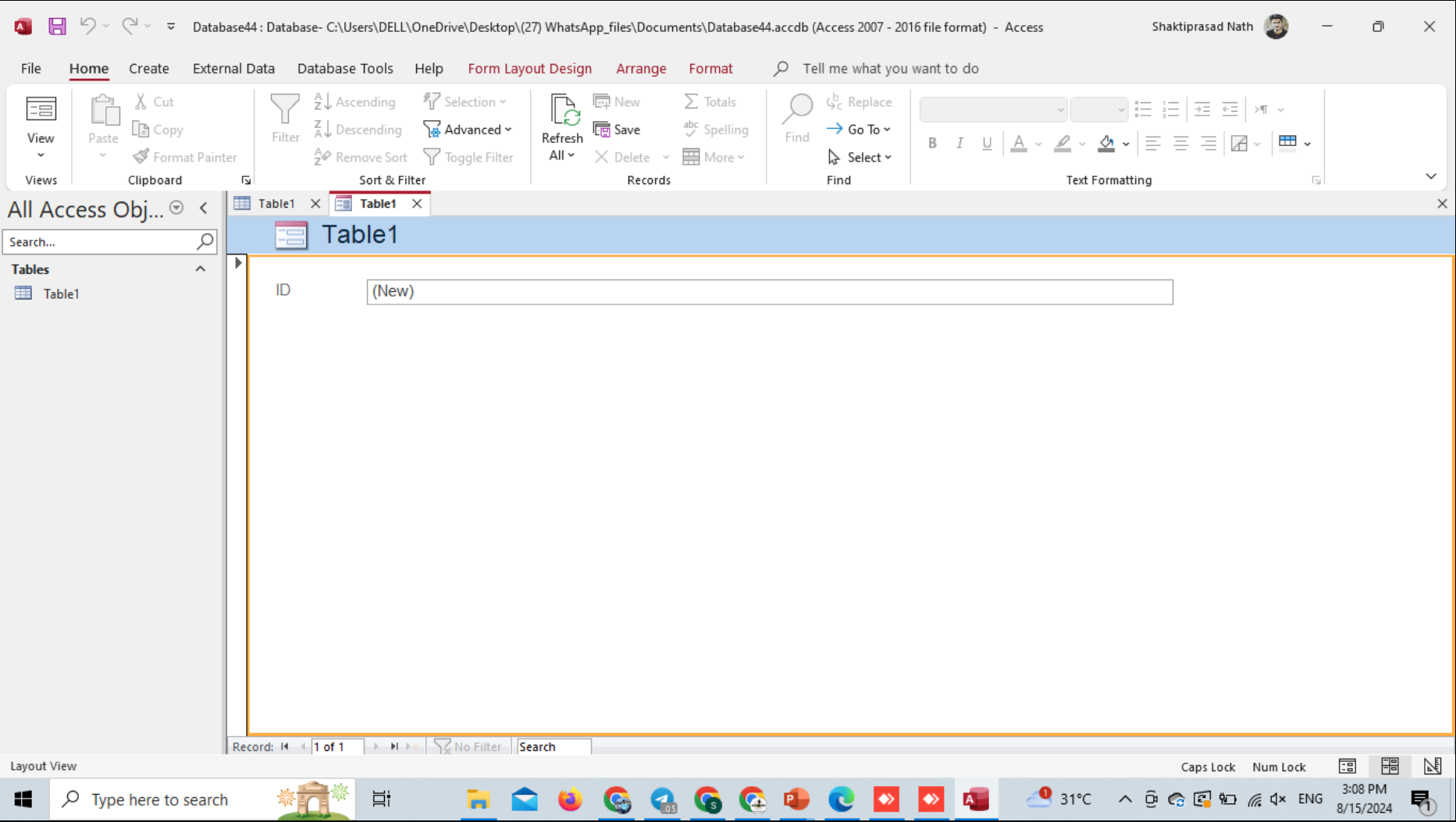
B. Classifying

C. Reproducing

D. Summarizing



Answer: Option A

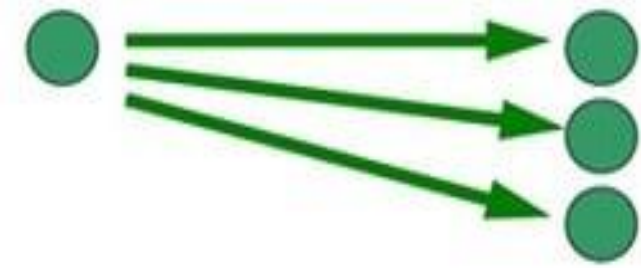


Understanding Relationships in Access databases

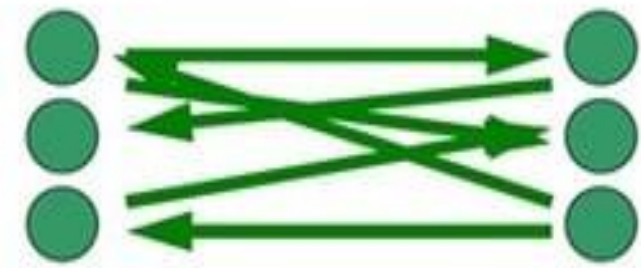
One to one relationships connect one entity to one other entity:



One to many relationships connect one entity to one or more other entities:

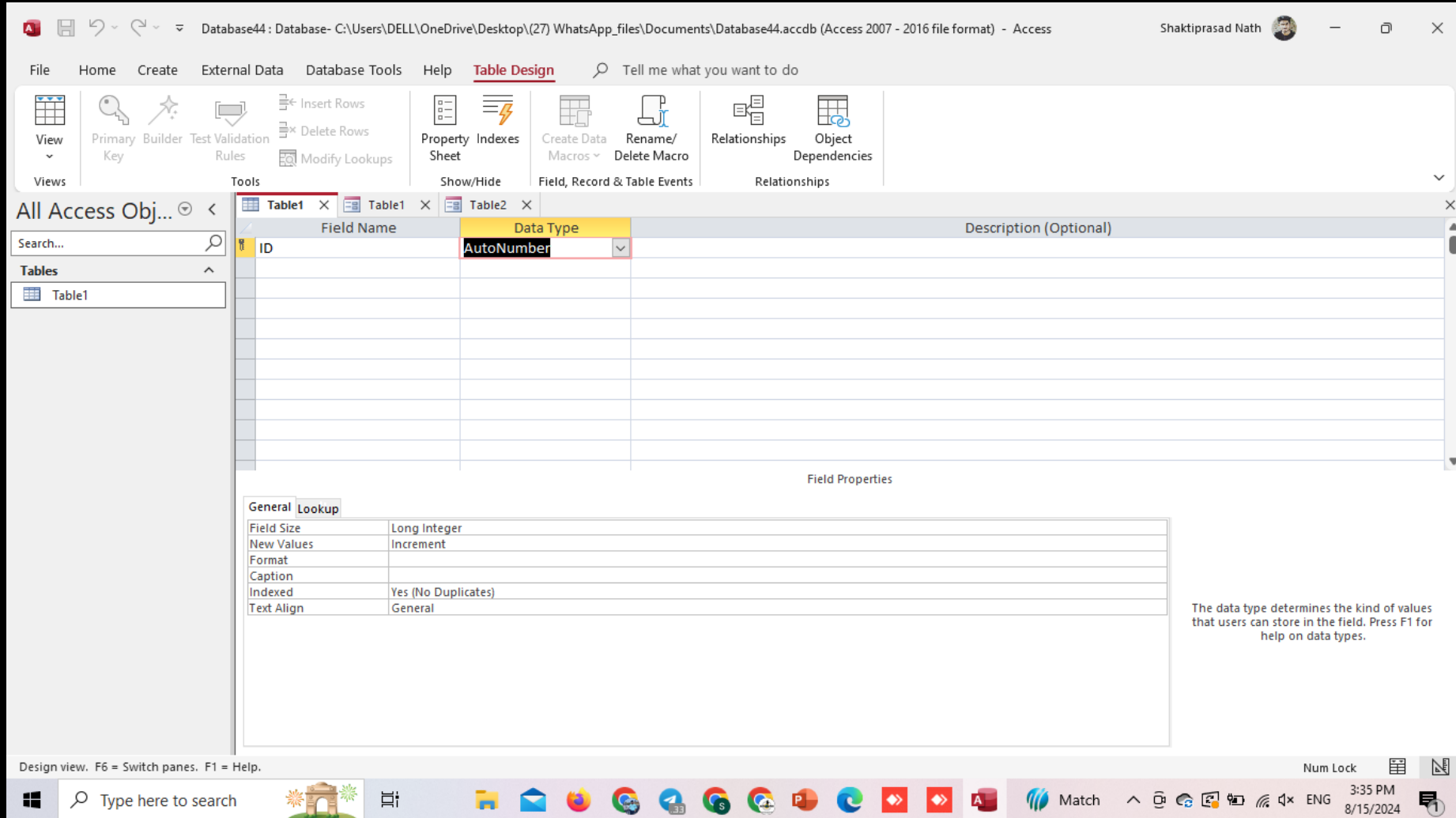


Many to many relationships connect many entities to many other entities:



48. What the purpose of the description column in table design view?

- A. To define the data type applied to each field within the table**
- B. To describe the data that should be entered in each field**
- C. To enter lookup data that the field should refer to.**
- D. None of the above**





Which field type can store photos?

A. Hyperlink

B. OLE

C. Both of these can be used

D. Access tables can't store photos

Answer: Option B

If you are creating a cross-tab query, what must table you are querying contain?

- A. Lots of confusing information**
- B. More than 100 records**
- C. At least one field**
- D. None of the above**

Which of the following is NOT a valid data type in MS Access?**

- A) Text**
- B) Number**
- C) Date/Time**
- D) Graphic**



Answer: D) Graphic**

In MS Access, what is a table?**

- A) A collection of data organized in rows and columns**
- B) A set of commands**
- C) A collection of formulas**
- D) A place to design reports**

Answer:** A) A collection of data organized in rows and columns

What is the purpose of a primary key in MS Access?*

- A) To allow multiple keys**
- B) To uniquely identify each record in a table**
- C) To link tables together**
- D) To sort data in descending order**

Answer:** B) To uniquely identify each record in a table

Which object in MS Access is used to retrieve specific data by applying a filter?*

- A) Form**
- B) Query**
- C) Table**
- D) Report**



Answer: B) Query**

Which of the following is found under the "Home" tab in MS Access?**

- A) Relationships**
- B) Design View**
- C) Copy and Paste**
- D) Macros**



Answer: C) Copy and Paste**

In the "Home" tab of MS Access, which group contains options like "Cut," "Copy," and "Paste"?**

- A) Clipboard**
- B) Sort & Filter**
- C) Records**
- D) Text Formatting**



Answer: A) Clipboard**

The "Sort Ascending" and "Sort Descending" options in the Home tab are part of which group?**

- A) Find**
- B) Sort & Filter**
- C) Clipboard**
- D) Text Formatting**



Answer: B) Sort & Filter**

Which command under the "Home" tab helps to find specific data within a table or query?**

- A) Filter**
- B) Find**
- C) Paste**
- D) AutoFormat**



Answer: B) Find**

In the "Home" tab of MS Access, which group contains the "New," "Save," and "Delete" options for records?**

- A) Views**
- B) Clipboard**
- C) Records**
- D) Font**



Answer: C) Records**

Which of the following actions can be performed from the "Home" tab in MS Access?*

- A) Apply a filter to data**
- B) Create a new report**
- C) Build a query**
- D) Set up a relationship between tables**



Answer: A) Apply a filter to data**

In the "Home" tab, the "View" button allows you to switch between which two views?*

- A) Table Design View and Form View**
- B) Datasheet View and Design View**
- C) Report View and Print Preview**
- D) Layout View and SQL View**



Answer: B) Datasheet View and Design View**

What does the "Refresh All" button in the Home tab do?**

- A) Clears all filters applied**
- B) Reloads the latest data from the database**
- C) Deletes all records**
- D) Sorts all records in ascending order**



Answer: B) Reloads the latest data from the database**

Which option under the "Home" tab allows you to filter records based on criteria?**

- A) View**
- B) Sort Ascending**
- C) Filter by Form**
- D) Macro**



Answer: C) Filter by Form**

Which object can be created using the "Table" group under the "Create" tab in MS Access? **

- A) Query**
- B) Form**
- C) Table**
- D) Report**



Answer: C) Table**

Which of the following options under the "Create" tab allows you to quickly build a form based on a selected table or query?*

- A) Query Design**
- B) Report Wizard**
- C) Form Wizard**
- D) Form**

Answer: D) Form**

In the "Create" tab, which tool allows you to design a new query from scratch using a graphical interface?**

- A) Query Wizard**
- B) Query Design**
- C) Simple Query**
- D) SQL View**



Answer: B) Query Design**

Which of the following objects can be created using the "Reports" group under the "Create" tab?**

- A) Table**
- B) Form**
- C) Macro**
- D) Report**



Answer: D) Report**

If you want to create a new table from an existing Excel file, which option under the "Create" tab will help you import the file?**

- A) Form Wizard**
- B) Report Design**
- C) Table Design**
- D) External Data**



Answer: D) External Data**

The "Application Parts" option under the "Create" tab is used for:**

- A) Creating relationships between tables**
- B) Adding predefined templates or parts to a database**
- C) Running macros**
- D) Importing data**

Answer:** B) Adding predefined templates
or parts to a database

What type of form can be created using the "Multiple Items" option in the "Forms" group under the "Create" tab?**

- A) A form displaying only one record at a time**
- B) A form that allows editing of multiple records simultaneously**
- C) A form to create relationships**
- D) A form to generate reports**

Answer:** B) A form that allows editing of multiple records simultaneously

In the "Create" tab, which tool would you use to build a report that provides a detailed view of data, with control over layout and design?**

- A) Form Wizard**
- B) Report Design**
- C) Report Wizard**
- D) Table**



Answer: B) Report Design**

Which of the following can be created using the "Macros & Code" group under the "Create" tab?**

- A) Macros**
- B) Tables**
- C) Queries**
- D) Reports**



Answer: A) Macros**

What does the "Blank Form" option under the "Forms" group in the "Create" tab do?**

- A) Opens a template form**
- B) Automatically generates a form with fields**
- C) Creates a new, empty form that can be customized**
- D) Imports a form from another database**

Answer:** C) Creates a new, empty form that can be customized

Which of the following can be imported using the "Import & Link" group under the "External Data" tab?**

- A) Word Document**
- B) Excel Workbook**
- C) PDF File**
- D) PowerPoint Presentation**



Answer: B) Excel Workbook**

In the "External Data" tab, which option allows you to link to data stored in another database?**

- A) Import Data**
- B) Export Data**
- C) Link Data**
- D) Save Data**



Answer:** C) Link Data

Which of the following file formats can be directly exported from MS Access using the "External Data" tab?**

A) .mp3

B) .xml

C) .jpeg

D) .txt

Answer: B) .xml**

If you want to save your query results as an Excel file, which option under the "External Data" tab would you use?**

- A) Export to Word**
- B) Export to Excel**
- C) Import from Excel**
- D) Collect Data**

Answer: B) Export to Excel**

Which of the following options under the "Database Tools" tab allows you to create a relationship between two tables?**

- A) Query Design**
- B) Relationships**
- C) Table Design**
- D) Form Design**



Answer: B) Relationships**

In the "Database Tools" tab, which tool allows you to analyze and improve database performance?**

- A) Compact & Repair**
- B) Analyze Table**
- C) Performance Analyzer**
- D) Object Dependencies**



Answer: C) Performance Analyzer**

What does the "Compact & Repair Database" option under the "Database Tools" tab do?**

- A) Backs up the database**
- B) Shrinks the size of the database and fixes corruption issues**
- C) Splits the database into two parts**
- D) Encrypts the database**

Answer:** B) Shrinks the size of the database and fixes corruption issues

Which tool under the "Database Tools" tab would you use to set a password to protect your database?**

- A) Compact & Repair**
- B) Encrypt with Password**
- C) Linked Table Manager**
- D) Relationships**

Answer: B) Encrypt with Password**

Which feature under the "Database Tools" tab can you use to run automated tasks or commands in your database?**

- A) Performance Analyzer**
- B) Relationships**
- C) Macro**
- D) Linked Table Manager**



Answer: C) Macro**



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A crosstab query is a way to group and summarize data in a grid format, making it easier to read and understand: @

How it works

A crosstab query groups data into categories based on values from multiple fields in a database. It then calculates a sum, average, or other aggregate function for the groups and displays the results in a grid. @

What it's used for

Crosstab queries can be used to check how often people respond to a topic, compare what different groups say about a theme, and more. @

How to create one

In Microsoft Access, you can create a crosstab query by clicking Create, then Query Wizard, and then double-clicking Crosstab Query Wizard. @

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